

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SHERIFF & COMMUNICATIONS

DATE: JULY 26, 2007

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS BENTLEY  
VANNESS  
O'CONNOR  
BELDEN  
MASON  
HASKELL  
STEC

OTHERS PRESENT:

SHERIFF CLEVELAND  
WILLIAM THOMAS, CHAIRMAN  
PAUL DUSEK, COUNTY ATTORNEY  
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL  
SERVICES  
JOAN SADY, CLERK  
SUPERVISORS CAIMANO  
GERAGHTY  
GIRARD  
KENNY  
SOKOL  
TODD LUNT, HUMAN RESOURCES DIRECTOR  
AMANDA ALLEN, LEGISLATIVE OFFICE SPECIALIST

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Mr. Bentley called the meeting of the Sheriff & Communications Committee to order at 9:30 a.m.

Motion was made by Mr. Belden, seconded by Mr. Mason and carried unanimously to approve the minutes from the June 21, 2007 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Larry Cleveland, Sheriff, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Sheriff Cleveland apprised that agenda item number one pertained to a request for authorization for two Patrol Officers (*Greg Seeley and Cortney Howse*) to attend the DARE (Drug Abuse Resistance Education) Training Program in Owego, NY on September 15 - 28, 2007. He noted that all of the trip costs, aside from that of the dinner meal, would be covered by the DARE program, and funding for the minimal meal costs was available within the Department's existing budget.

Motion was made by Mr. Mason, seconded by Mr. Haskell and carried unanimously to approve the request to authorize travel for Greg Seeley and Cortney Howse to attend the DARE Training Program in Owego, NY on September 15 - 28, 2007. *A copy of the Request for Authorization to Attend Meeting or Convention form is on file with the minutes.*

The second agenda item, Sheriff Cleveland stated, referred to a request to ratify action already taken. He explained that two Patrol Officers had attended School Resource Officer training in Poughkeepsie, NY on July 8 - 13, 2007 for which he had not received prior Committee approval. He said that the Committee's approval was necessary to receive reimbursement from the Treasurer's Office for the lodging and meal costs incurred by the Patrol Officers. Sheriff Cleveland noted that

funding for these costs was available within his existing budget.

Motion was made by Mr. O'Connor, seconded by Mr. Haskell and carried unanimously to approve the request to ratify the actions of the Committee by authorizing the attendance of two Patrol Officers at School Resource Office training in Poughkeepsie, NY on July 8 - 13, 2007.

Sheriff Cleveland advised that agenda item number three referred to a request to extend the existing contract held with HHHN (Hudson Headwaters Health Network) for medical and nursing services provided in the Correctional Facility. He noted that the current contract would expire on December 31, 2007 and the renewal contract would include a provision for a yearly 3% increase, with the exact totals as follows:

Calendar 2008 - Quarterly fee for Medical/Nursing services of \$ 95,673;  
Calendar 2009 - Quarterly fee for Medical/Nursing services of \$ 98,543;  
Calendar 2010 - Quarterly fee for Medical/Nursing services of \$101,500.

Mr. O'Connor asked if the 3% increase had been requested by HHHN and Sheriff Cleveland replied affirmatively. Mr. O'Connor noted that he felt obligated to ask this question in any similar situation as in the past the Board of Supervisors had dealings with a Department Head who had included increases in a contract even though it had not been requested by the contractor. Sheriff Cleveland stated that when producing contracts his Office never offered rate increases and quite often negotiated them if requested.

Mr. Mason asked if a bidding process was held for the services provided by HHHN and Sheriff Cleveland replied that it was not necessary because these were considered professional services. However, he noted, a bidding process had been held for the initial contract because the services had never before been sought. Sheriff Cleveland added that only two parties had bid for the services and they were HHHN and Glens Falls Hospital. He apprised that HHHN was the holder of the contract for medical and nursing services, while Glens Falls Hospital held the contract for behavioral health, mental health and psychological/psychiatric services. Sheriff Cleveland said that because they each held a contract with the Sheriff's Office, and there was no other competition for the services, these two parties had declined to bid against one another.

Messrs. Geraghty and Kenny entered the meeting at 9:35 a.m.

Mr. Belden asked if HHHN worked on an in-house or on-call basis and Sheriff Cleveland explained that members of HHHN staffed the Correctional Facility 16-hours per day on weekdays and 12-hours per day on weekends. He said that this level of staffing was necessary as approximately 35 - 40% of the inmates housed in the Correctional Facility required prescription drugs and it was necessary for a HHHN staff member to distribute them, as mandated by the State of New York. In addition, Sheriff Cleveland noted, a full-time employee of Glens Falls Hospital was also working at the Correctional Facility for mental health related services.

Motion was made by Mr. Haskell, seconded by Mr. O'Connor and carried unanimously to approve the request for an extension to the contract held with HHHN for a term commencing January 1, 2008 and terminating December 31, 2010, accounting for a 3% annual increase as noted above, and the necessary resolution was authorized for the August 17<sup>th</sup> Board meeting. *A copy of the resolution request is on file with the minutes.*

Returning to the agenda review, Sheriff Cleveland explained that item four reflected a request to extend an existing grant with the New York State Division of Criminal Justice Services to authorize the acceptance of a grant award in the amount of \$17,502 related to Drug Enforcement Task Forces.

Motion was made by Mr. Stec, seconded by Mr. O'Connor and carried unanimously to authorize the Chairman to execute a contract with the New York State Division of Criminal Justice Services as outlined above, to receive grant funding in the amount of \$17,502 and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Sheriff Cleveland stated that agenda item number five was an advisement that he had received a check for \$3,054.35 as reimbursement for sending two Patrol Officers to Delaware County in June of 2006 to help with a natural disaster in their area. He said that the check would be forwarded to the County Treasurer to be placed in the General Fund.

Mr. Sokol entered the meeting at 9:41 a.m.

Mr. Caimano asked if the amount received was full reimbursement for the costs incurred and Sheriff Cleveland replied affirmatively. Mr. Caimano stated that action would be necessary to forward the issue to the Finance Committee for an adjustment to the Budget and Sheriff Cleveland advised that he had not included a request to amend the budget because the funds were received to offset costs incurred during the prior year. Mr. Caimano stated that Sheriff Cleveland was correct; however, the Budget would now be off by this amount.

Continuing with the agenda review, Sheriff Cleveland advised that item number six reflected a notice of intent to fill the vacant position of a Correction Officer who had resigned from the position when he moved from the area. Mr. Belden asked if the person filling this vacancy would have to undergo schooling to appropriately fill the vacancy and Sheriff Cleveland replied affirmatively. Mr. O'Connor asked if there would be an increase in overtime while waiting for the person filling the position to attend the appropriate schooling and Sheriff Cleveland stated that the overtime incurred would be minimal and that schedules would be adjusted to cover the vacancy. Hal Payne, Commissioner of Administrative & Fiscal Services, asked if this resignation left a total of four vacancies in the Corrections Officer division and Sheriff Cleveland replied affirmatively.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to approve the request to fill the vacant position of Correction Officer and refer same to the Personnel Committee. *A copy of the request is on file with the minutes.*

Mr. Bentley noted that as per the new procedures put in place, it was necessary for justification of the need to fill the vacancy be submitted to Mr. Payne and his signature gained on the Notice of Intent to Fill Vacant Position form, along with his own, as Committee Chairman. Sheriff Cleveland replied that the form he had included did not require signature by Mr. Payne.

Mr. Caimano stated that the new procedure, requiring the authorization of the Commissioner of Administrative & Fiscal Services, had been put into place to determine whether or not the position was actually necessary prior to filling it. However, he added, in this case it was certainly necessary to fill the vacancy.

Discussion ensued.

Joan Sady, Clerk of the Board, provided Sheriff Cleveland with the updated Notice of Intent to Fill Vacant Position form, which he completed and the appropriate signatures were given. *A copy of the form is on file with the minutes.*

Messrs. W. Thomas, Dusek and Girard entered the meeting at 9:49 a.m.

Mr. Geraghty apprised that the Sheriff sub-station recently approved for the Town of Warrensburg was now open and operating. He thanked Sheriff Cleveland for his efforts in placing the sub-station and he stated that he felt the new station would lead to very positive results for the Town of Warrensburg.

Concluding the agenda review, Sheriff Cleveland advised that an executive session was necessary to discuss matters related to contract negotiations.

Motion was made by Mr. Haskell, seconded by Mr. Belden and carried unanimously that executive session be declared pursuant to section 105(e) of the Public Officers Law to discuss collective negotiations pursuant to article fourteen of the Civil Service Law.

Executive session was held from 9:50 a.m. to 10:01 a.m.

Upon reconvening, Mr. Bentley noted that no action was necessary pursuant to the executive session.

As there was no further business to come before the Sheriff & Communications Committee, on motion made by Mr. Belden and seconded by Mr. VanNess, Mr. Bentley adjourned the meeting at 10:02 a.m.

Respectfully submitted,  
Amanda Allen, Legislative Office Specialist